

Meeting	Regional Management Board
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Venue	Online via Zoom
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Time and Date	12 noon 25 th April 2020
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Present:	Mr S Kirkland (Chair)	Mrs J Childs
	Mr M Beard (Finance Manager)	Mrs M Garrott
	Mr D Corbett	Mrs E Sykes
	Ms E Gale	Mrs V Hewitt
	Mrs P Davies	Mr J Morrey
	Mr F A Green	Dr S Prosser

In Attendance:	Miss H Colville (Regional Office Manager)
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Apologies:	Mr B Simkins
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Minute	Agenda Item	Details	Action
19/61.00	Welcome from chair	The Chair welcomed everyone to the meeting and thanked them for attending the AGM.	
19/62.00 19/62.01	Governance Appointment of Vice Chair	SK asked the board for their views on the appointment of a vice chair. The board agreed for it to be discussed with Incorporation and to wait until further guidance has been issued by Swim England.	
19/62.02	Regional Appointments (5.4.2.8)	Diving co-ordinator – Position vacant Open Water co-ordinator – Jean Childs Water Polo co-ordinator – Nigel Greenwood Synchronised Swimming co-ordinator – Not needed due to Midland Synchro Committee Swimming Events and Competitions co-ordinators – Louise Barnes Swimming Talent co-ordinator – Position vacant Masters co-ordinator – Position vacant Chair of Governance Committee – Simon Kirkland Chair of Club Development Committee – Steve Prosser Swimming Officials co-ordinator – Ian Lamb Records officer – David Corbett Licensing officer – Tony Green	
19/62.03	Discipline group members (15.4.2.8.12) Swimming Events and Competitions	Co-ordinator - Louise Barnes Members – Jean Childs Mark Stowe Tony Green Mandy Garrott Dave Fereday	Simon Sinclair Viv Hewitt Ian Lamb Rachel Cutler
19/62.04	Masters	Co-ordinator - Position vacant Members - Jean Childs	Trevor Clark

		Dave Fereday Peter Holmes	Tony Ward	
19/62.05	Water Polo	Co-ordinator - Members -	Nigel Greenwood Mike Beard Henrietta Parr Terri Halstead	Liz Wilkins Mike Aish
19/62.06	Club Development Committee (15.4.2.8.13)	Chair- County Reps -	Steve Prosser Jean Childs (Shropshire) Pam Davies (Warwickshire) Ian Lamb (Staffordshire) Trixie Puslford (Worcester County) Amy Baker (Synchro)	
19/62.07	Governance Group (15.4.2.8.14)	Chair Members	Simon Kirkland Helga Edstrom Judy Tullett	
	Panel of Friends (15.4.2.8.15)	Alan Bartlett Pamela Davies Jean Childs Mandy Garrott		
19/62.08	Appointment of RMB Member to each standing committee (15.4.2.9)	Events & Competitions – Masters – Jean Childs Water Polo – Mike Beard Club Development Committee – Steve Prosser		
19/63.00 19/63.01	AORB Club Development Committee	There was some discussion regarding the role of the county reps on the Club Development Committee and if they are the correct person for the role. SP is creating a Terms of Reference and role descriptions for the committee. Once completed they will be circulated to the board for the opportunity to review.		SP
19/63.02	Masters Committee	Jean Childs is to continue as Masters Rep for the board. There is a Midlands Masters Meeting on Thursday to confirm that the two regions will not be joining as one.		
19/63.03	Synchro Reports	It was raised that the Region has not received a Synchro Report for the Management Board Meetings for some time now. HC explained that this is due to not receiving one from the committee when asked. The office will ensure one is sent in for each board meeting in the future.		
19/63.04	Finance	MB informed the board that there was a regional finance meeting on Zoom a few days ago and all regions are in agreement that the impact of the current situation is neutral for all regions at the moment.		
19/63.05	Stronger Affiliation	Stronger Affiliation will be pursued as normal during COVID-19.		
19/63.06	Regional Staff	The Chair informed the board that Grace Grove, Office Coordinator has been furloughed along with Sarah Barrow Diving Development Officer but Club Development Officers Amanda Swan & Helen Weeks will not be furloughed. Hayley Colville will also not be furloughed.		
	Confirmation of date of next meeting	Wednesday 20 th May 2020 – Online via Zoom 6.30pm		

	SUMMARY OF AGREED ACTIONS FROM 28TH MARCH & 25TH APRIL	MINUTE REF	ACTION
➤	SK to review role descriptions for position on RMB.	19/54.02	SK
➤	SK look further at incorporation and submit a proposal at April AGM.	19/54.03	SK
➤	Find quotes for regional shirts & blouses – board members to send sizes to office by Friday 3rd April.	19/54.04	Board
➤	Working group to look at pros and cons of different models of incorporation.	19/54.07	Working Group
➤	SK to contact England Talent about a pathway for county swimmers.	19/54.10	SK
➤	County reps to broaden the county's knowledge of DISE programme – SK to ask George Wood for guidance and to share with counties.	19/54.11	SK
➤	SK to circulate the three options to the members to make comment on if the members agree to move to incorporation.	19/56.01	SK
➤	To review Birmingham Marlins constitution.	19/56.04	SP
➤	Office to let the four clubs know that their membership has been suspended.	19/56.04	Office
➤	Club Officers to hold a meeting with SK and EG to discuss the direction of volunteering support in the region.	19/56.07	HW / AS
➤	Board members to let HC know if they wish to be a representative at Swim England's Annual Council	19/57.00	Board
➤	SK to circulate Swim England's action plan to board members.	19/59.04	SK
➤	SK to send confirmation of our rep to Jon Keating and Ian Cotton.	19/60.02	SK
➤	SP to circulate Terms of Reference & role descriptions for Club Development Committee to Counties	19/63.01	SP

DATE OF NEXT MEETING:

Minutes prepared by	Date
Hayley Colville	27.04.2020